



# Key Employment Services

RI Department of Human Services  
Office of Rehabilitation Services

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*Looking for a great employee? See what Key Employment Services offers you!*

## ***On-the-Job-Training Program (O J T)***

- O J T is an opportunity for an employer to assess the abilities and work habits of an employee.
- O J T is a financial incentive – the employer is reimbursed one-half of the wages paid to the employee during the O J T period.
  - ✓ A reimbursement schedule is developed according to the employer's preference.
  - ✓ Employer pays up-front wages and benefits.
  - ✓ Employer submits bill for wage reimbursement.
  - ✓ Payment is received by employer within one month.
- O J T services include technical assistance and support from ORS for **at least 90 days** after completion of the O J T.
- O J T is a positive step to a successful hire at your company.
  - ✓ There is no legal obligation to maintain employment if conditions warrant.
  - ✓ There is an expectation that satisfactory work performance will lead to permanent employment.

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